

# Department of the Navy

## Mentor-Protégé Program



# Overview

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- ❖ New Role of the HCA / OSN SADBU
- ❖ The Proposal Review
- ❖ Submission Process
- ❖ Evaluation Process
- ❖ Agreement Information Spreadsheet

# New Role of the HCA

- ❖ HCA's will become more involved in the process than in the past
- ❖ Potential agreements will be funneled to the HCA's for development
- ❖ Issues and problems will be resolved at the HCA level

# New Role of the OSN SADBU

- ❖ Provide assistance to HCA in processing agreements
- ❖ Complete evaluation of agreements
- ❖ Interface with OSD SADBU
- ❖ Will not interface with Mentors or Protégés prior to an agreement

# Proposal Review

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- ❖ 3 Separate Sections
  - ➔ Mentor-Protégé Agreement as Defined in DFARS Appendix I, Section I-107(b)
  - ➔ Technical Proposal (including milestones & metrics)
  - ➔ Detailed Cost Proposal that tracks to the Technical Proposal

# Mentor-Protégé Agreement

- ❖ Must be in accordance with DFARS Appendix I, Section I-107(b)
- ❖ Must address all (9) elements of this section
- ❖ Include a separate statement citing the benefits of the agreement to the Navy and/or DoD

# Technical Proposal

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- ❖ A technical proposal that details the development program described in the Mentor-Protégé agreement as defined in DFARS Appendix I, Section I-07(b)(3)
  
- ❖ The technical proposal should easily track to the cost proposal
  
- ❖ The hours associated with each task described in the technical proposal should be visible in the cost proposal

# Cost Proposal

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- ❖ A detailed cost proposal of the technical proposal presented in 12-month increments as cited in DFARS Appendix I-107(b)(3)(iii)
- ❖ Cost proposals for reimbursement  
**DO NOT INCLUDE ANY TYPE OF FEE OR PROFIT**

# Cost Proposal

- ❖ Labor/Salary reimbursement must be for employees on the mentor's payroll only Consultant's costs are unallowable
- ❖ Incidental costs (other direct costs) cannot exceed 10% of the total cost proposal
- ❖ Incidental costs include all costs other than direct labor, overhead, and general and administrative (G&A) costs associated with direct labor

# Cost Proposal - Non-Manufacturing

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- ❖ Agreements that exceed \$500,000 per year (\$1.5 million per agreement) will Not be approved
- ❖ Navy agreements should be proposed between \$175,000 - \$250,000 per year (<\$750,000 per agreement)

# Cost Proposal - Manufacturing

- ❖ Agreements that focus on manufacturing, are generally endorsed for approval at \$750,000 per year (\$2.25M per agreement)
- ❖ All agreements will be incrementally funded

# Proposal Policies & Procedures

❖ Use “soft” dates in the proposal ...

i.e.: “30 days after contract modification”

- ❖ Ensure the Mentor completes the preliminary assessment of the developmental needs of the protégé firm in accordance with DFARS Appendix I, Section I-106 (2) (iv)

# Proposal Policies & Procedures

- ❖ Ensure the Mentor is approved by DoD
- ❖ Check the SDB certification dates of the Protégé
- ❖ Use the DoD checklist to ensure completeness of the agreement

# Submission

## Process

The Navy will endorse and forward to OSD SADBU for approval and funding proposed Mentor-Protégé agreements submitted during the following three cycles:

- ❖ June 1<sup>st</sup> through September 30<sup>th</sup>
- ❖ October 1<sup>st</sup> through January 31<sup>st</sup>
- ❖ February 1<sup>st</sup> through May 31<sup>st</sup>

# Evaluation Process

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- ❖ Proposed agreements will be evaluated based on the following criteria:
  - ❖ Merit of the technology transfer to the protégé firm
  - ❖ Percentage of hours associated with technology transfer
  - ❖ Perceived benefit/value of the agreement to Navy and/or DoD

# Evaluation Process

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- ❖ Proposed cost
- ❖ Utilization of HBCUs/MIs; and
- ❖ Subcontracting opportunities available to the protégé

# Evaluation Process

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- ❖ All agreements that are not endorsed and forwarded to OSD SADBU will be returned to the Mentor with a copy of the cover letter sent to the cognizant Navy small business office
- ❖ The proposal may be resubmitted a maximum of two times